



Disaster Management Centre **Vacancies**

Applications are invited from suitably qualified Sri Lankan citizens to fill the following vacancies at the Disaster Management Centre.

01. Director (Human Resources & Administration) – HM-1-1 (01 Vacancy)

A. Qualifications for External Applicants:

(1) Educational Qualifications:

- A Degree in Human Resource Management, Public Administration, Public Management, Business Administration, Business Management, Management or Commerce recognized by the University Grants Commission.

AND

- A Postgraduate Degree (Masters) in one of the above fields, **OR** Associate Membership of a recognized chartered professional institute relevant to the position's subject area.

AND

- A minimum of **fifteen (15) years of experience** in the relevant field at a "**Managerial Level**" position in a Government Department, State Corporation, Board, Statutory Institution, or a recognized Private Institution.

B. Qualifications for Internal Applicants:

- Fulfilling the educational qualifications specified for external applicants above, **OR** having completed five (05) years of satisfactory service in a Grade I position in the Management Service Category of the Disaster Management Centre.

C. Duties and Responsibilities:

- i. Personnel and administrative matters of the institution.
- ii. Developing and maintaining the office system.
- iii. Human resource development, recruitment, personnel management, and strategic and policy formulation.
- iv. Organizing transportation.
- v. Performing duties related to legal matters connected to the institution, and appearing in Court/Labour Tribunal on behalf of the institution when necessary.

D. Salary Scale:

Salary payment for the post is according to Management Services Circular No. 01/2025.

HM 1-1 - 2025- Rs. 140,640 - 15 x 4,100 – 202,140.00. Cost of living allowance and other allowances provided by the Government from time to time will also be paid.

E. Age:

Not less than 35 years and not more than 50 years. The maximum age limit is not applicable to internal applicants.

02. Assistant Director (District) – MM 1-1 (05 Vacancies)**A. Qualifications for External Applicants:****Educational Qualifications:**

A General Degree (Science, Arts, or Commerce) recognized by the University Grants Commission. **AND**

Three (03) years of experience in the relevant field after obtaining the above educational qualifications.

B. Qualifications for Internal Applicants:

Completion of five (05) years of satisfactory service in a Grade I position in the relevant field within the Junior Management Service Category of the Disaster Management Centre.

C. Duties and Responsibilities:

- i. Assisting in public awareness activities regarding disasters.
- ii. Assisting in establishing the mechanism required to promptly deliver disaster warnings/messages to the public.
- iii. Maintaining and updating details of human resources, equipment, machinery workshops, including Non-Governmental Organizations, required for disaster response within the district.
- iv. Assisting in the preparation of pre-disaster preparedness plans covering Grama Niladhari and Divisional Secretariat areas in the district, and coordinating these activities during a disaster.
- v. Collecting information regarding all disasters in the district and submitting them to relevant locations.
- vi. Assisting the District Secretary in preparing and implementing disaster mitigation projects in the district.

D. Salary Scale:

Salary payment for the post is according to Management Services Circular No. 01/2025.

MM 1-1 - 2025- Rs. 91,690 - 10 x 2,480 - 15 x 3,450 – 168,240.00. Cost of living allowance, professional allowance, telephone allowance, and other allowances provided by the Government from time to time will also be paid.

E. Age:

Not less than 22 years and not more than 45 years. The maximum age limit is not applicable to internal applicants.

03. Assistant Director (Emergency Operations) – MM 1-1 (01 Vacancy)

A. Qualifications for External Applicants:

(1) Educational Qualifications:

A General Degree (Science, Arts, or Commerce) recognized by the University Grants Commission.
AND

Three (03) years of experience in the relevant field after obtaining the above educational qualifications.

B. Qualifications for Internal Applicants:

Completion of five (05) years of satisfactory service in a Grade I position in the relevant field within the Junior Management Service Category of the Disaster Management Centre.

C. Duties and Responsibilities:

- i. Responding to post-disaster relief requests.
- ii. Maintaining/responding to and distributing emergency relief stocks.
- iii. Coordinating post-disaster response and relief processes with other institutions.
- iv. Training and ensuring the deployment of first responders for man-made disasters (e.g., chemical, radioactive).
- v. Coordinating Search and Rescue teams and ensuring their deployment when necessary.
- vi. Implementing emergency relief programmes and coordinating post-disaster activities with the Police, Military, Ministries, NGOs, and other institutions.
- vii. Updating the Sri Lanka Disaster Resource Network.

D. Salary Scale:

Salary payment for the post is according to Management Services Circular No. 01/2025.

MM 1-1 - 2025- Rs. 91,690 - 10 x 2,480 - 15 x 3,450 – 168,240.00. Cost of living allowance, professional allowance, telephone allowance, and other allowances provided by the Government from time to time will also be paid.

E. Age:

Not less than 22 years and not more than 45 years. The maximum age limit is not applicable to internal applicants.

04. Finance Officer - JM 1-1 (01 Vacancy)

A. Qualifications for External Applicants:

- **Educational Qualifications:**

- A Degree in Accounting / Business Administration / Management or Commerce recognized by the University Grants Commission. **OR**
- Passed the Intermediate Examination of a recognized chartered professional institute relevant to the post's subject area.

B. Qualifications for Internal Applicants:

Fulfilling the qualifications specified for external applicants above,

OR

Completion of not less than five (05) years of satisfactory service in a Grade II position in the relevant field within the Management Assistant (Non-Technical) Service Category (MA 1-1) of the Disaster Management Centre.

C. Duties and Responsibilities:

- i. Assisting the Senior Management with all financial and internal financial control systems of the Disaster Management Centre.
- ii. General supervision and administration of the Accounts Division of the Disaster Management Centre.
- iii. Preparing financial reports, maintaining books, and activities related to expenditure control.. Activities related to stock control and asset security.

D. Salary Scale:

Salary payment for the post is according to Management Services Circular No. 1/2025.

JM 1-1 - 2025- Rs. 72,650 - 10 x 1,360 - 18 x 2,040 – 122,970.00. Cost of living allowance and other allowances provided by the Government from time to time will also be paid.

E. Age:

- Not less than 22 years and not more than 45 years. The maximum age limit is not applicable to internal applicants.

05. Network Systems Administrator - JM 1-1 (01 Vacancy)

A. Qualifications for External Applicants:

Educational Qualifications:

A Degree in Computer Networking or Information Technology recognized by the University Grants Commission,

OR

A National Vocational Qualification (NVQ) proficiency certificate in Computer Networking at a level not less than seven (07) issued by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission,

OR

A National Vocational Qualification (NVQ) proficiency certificate in Computer Networking at a level not less than six (06) issued by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission, **AND** a minimum of five (05) years of experience in the relevant field in a Government Department, State Corporation, Board, or Statutory Institution after obtaining that qualification,

OR

A National Vocational Qualification (NVQ) proficiency certificate in Computer Networking at a level not less than five (05) issued by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission, **AND** a minimum of ten (10) years of experience in the relevant field in a Government Department, State Corporation, Board, or Statutory Institution after obtaining that qualification.

B. Qualifications for Internal Applicants:

Fulfilling the qualifications specified for external applicants above,

OR

Completion of not less than five (05) years of satisfactory service in a Grade II position in the relevant field within the Management Assistant (Technical) Service Category (MA 2-1) of the Disaster Management Centre.

C. Duties and Responsibilities:

- i. Maintaining, servicing, and updating the networking systems required for the activities of the Disaster Management Centre.
- ii. Providing networking facilities for the 24-hour Emergency Operations Centre. Providing and maintaining networking facilities for the 24-hour National Emergency Call Centre (117).
- iii. Maintaining and updating the database systems required to store all information of the Disaster Management Centre.
- iv. Maintaining uninterrupted internet facilities at the Disaster Management Centre and District Units.
- v. Continuously maintaining and stabilizing all server systems installed in the networking centre of the Disaster Management Centre.
- vi. Establishing, maintaining, and updating a network system between the Disaster Management Centre and District Units.

D. Salary Scale:

Salary payment for the post is according to Management Services Circular No. 1/2025.

JM 1-1 - 2025- Rs. 72,650 - 10 x 1,360 - 18 x 2,040 – 122,970.00. Cost of living allowance and other allowances provided by the Government from time to time will also be paid.

E. Age:

Not less than 22 years and not more than 45 years. The maximum age limit is not applicable to internal applicants.

06. Information Technology Officer - JM 1-1 (01 Vacancy)

A. Qualifications for External Applicants:

Educational Qualifications:

A Degree in Information Technology recognized by the University Grants Commission,

OR

A National Vocational Qualification (NVQ) proficiency certificate in Information Technology at a level not less than seven (07) issued by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission,

OR

A National Vocational Qualification (NVQ) proficiency certificate in Information Technology at a level not less than six (06) issued by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission, **AND** a minimum of five (05) years of experience in the relevant field in a Government Department, State Corporation, Board, or Statutory Institution after obtaining that qualification,

OR

A National Vocational Qualification (NVQ) proficiency certificate in Information Technology at a level not less than five (05) issued by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission, **and** a minimum of ten (10) years of experience in the relevant field in a Government Department, State Corporation, Board, or Statutory Institution after obtaining that qualification.

B. Qualifications for Internal Applicants:

Fulfilling the qualifications specified for external applicants above,

OR

Completion of not less than five (05) years of satisfactory service in a Grade II position in the relevant field within the Management Assistant (Technical) Service Category (MA 2-1) of the Disaster Management Centre.

C. Duties and Responsibilities:

- i. Fulfilling the daily Information Technology requirements of the Disaster Management Centre and District Units, carrying out maintenance work, and properly maintaining them.
- ii. Continuously providing, maintaining, and updating the communication facilities and functionality related to the 77 Early Warning Towers.

- iii. Providing the necessary communication facilities for the Satellite Technology Communication System.
- iv. Providing Information Communication and Networking facilities for all software and hardware systems required for the 24-hour National Emergency Call Centre (117).
- vii. Providing the daily technical Information Technology requirements for all employees of the Disaster Management Centre and District Units, carrying out maintenance work, and properly maintaining them.
- viii. Carrying out activities in accordance with the existing Information Technology policy of the Disaster Management Centre.
- ix. Providing, maintaining, and updating the communication and technical facilities required for the Disaster Early Warning Network (DEWN) Short Message System.
- x. Carrying out the necessary activities to maintain the functionality and maintenance of the radio networks in the Disaster Management Centre and District Units.
- xi. Carrying out activities related to the creation of Geo-Information Maps as required by the Emergency Operations Centre and providing technical support for the analysis of those maps.
- xii. Carrying out the necessary activities to maintain and update the website and software systems of the Disaster Management Centre.

D. Salary Scale:

Salary payment for the post is according to Management Services Circular No. 1/2025.

JM 1-1 - 2025- Rs. 72,650 - 10 x 1,360 - 18 x 2,040 – 122,970.00. Cost of living allowance and other allowances provided by the Government from time to time will also be paid.

E. Age:

Not less than 22 years and not more than 45 years. The maximum age limit is not applicable to internal applicants.

07. Translator (Sinhala - Tamil) - MA 3 (01 Vacancy)

A. Qualifications for External Applicants:

Educational Qualifications:

- A Degree with Sinhala and Tamil subjects obtained from a university recognized by the University Grants Commission, **OR**
- A Degree in any other field along with a Distinction Pass for Sinhala and Tamil languages at the G.C.E. Advanced Level Examination.

B. Duties and Responsibilities:

- i. Sinhala and Tamil language translation activities in accordance with the requirements of the Disaster Management Centre.
- ii. Interpretation activities when necessary.

C. Salary Scale:

Salary payment for the post is according to Management Services Circular No. 1/2025.

MA 3 - 2025- Rs. 53,940 - 10 x 800 - 11 x 1,190 - 10 x 1,320 - 5 x 1,350 – 94,980.00. Cost of living allowance and other allowances provided by the Government from time to time will also be paid.

D. Age:

Not less than 22 years and not more than 45 years. The maximum age limit is not applicable to internal applicants.

08. Development Officer – MA 3 (20 Posts)

A. Recruitment of External Candidates

Qualifications

Educational Qualifications:

- Should possess a General or Special Degree in **Science, Commerce, Business Management, or Geography** from a university recognized by the University Grants Commission (UGC).

B. Duties Assigned to the Post:

1. Assisting in the collection of research data and the implementation of development projects.
2. Assisting in the evaluation of development schemes.
3. Preparing scripts for video productions and drafting copy for community awareness programs.
4. Enhancing human resource activities.
5. Assisting in the maintenance of administrative and financial processes.
6. Assisting in community awareness, disaster preparedness, and emergency response activities.

C. Salary Scale

The salary payment for this post is managed in accordance with **Management Services Circular No. 01/2025**.

Salary Scale: MA3-2025: Rs. 53,940 - 10x800 - 11x1,190 - 10x1,320 - 05x1,350 - 94,980.00
(In addition to the basic salary, the Cost of Living Allowance and other allowances approved by the government from time to time will also be paid.)

D. Age Limit

Applicants must be **not less than 22 years** and **not more than 35 years** of age. The maximum age limit does not apply to internal applicants.

09. Communication Technician - MA 2-1 (01 Vacancy)

A. Qualifications for External Applicants:

Educational Qualifications:

- A National Vocational Qualification (NVQ) proficiency certificate at a level not less than five (05) in the subject field relevant to the post of Communication Technician, issued by a technical/vocational training institution recognized by the Tertiary and Vocational Education Commission.

B. Duties and Responsibilities:

- i. Services and maintenance related to the early warning tower system, radio communication system, and other related equipment.
- ii. Installing, securing, connecting, and testing dual-path mobile phones, fixed and mobile radio equipment, antennas, repeaters, video cameras, and other equipment.
- iii. Removing inactive parts using hand tools and the bouth and assembling with correct parts. Laying electrical wires and installing correct mechanical parts.
- iv. Testing electrical equipment using an oscilloscope, signal generator, ammeter, voltmeter, and other specialized hand tools, measuring, and testing equipment.
- v. Maintaining correct information related to the functionality of electrical communication systems, equipment functionality, and those equipment as needed.
- vi. Testing the functionality of relays, switches, coils, indicator lamps, speakers, automatic lights, and other equipment.
- vii. Replacing and assembling inactive parts when highly precise and accurate mechanical tools are not required.
- viii. Cleaning, tightening, and setting connections for mountings, equipment, switches, relays, and gauges.
- ix. Other duties assigned by the management related to the post.

C. Salary Scale:

Salary payment for the post is according to Management Services Circular No. 1/2025.

MA2-1 - 2025- Rs. 50,540 - 10 x 540 - 07 x 630 - 04 x 890 - 20 x 1,190 – 87,710.00. Cost of living allowance and other allowances provided by the Government from time to time will also be paid.

D. Age:

Not less than 18 years and not more than 45 years. The maximum age limit is not applicable to internal applicants.

10. Management Assistant (Non-Technical) – MA 1-1 – 44 Posts

Qualifications for External Applicants:

Educational Qualifications:

- Must have passed the **G.C.E. (Ordinary Level)** examination in six (06) subjects in one sitting, with **Credit (C)** passes for:
 - i. Sinhala / Tamil
 - ii. MathematicsAnd
Two other subjects

- **AND** must have passed **three (03) subjects** at the **G.C.E. (Advanced Level)** examination (excluding the Common General Test).

Qualifications for Internal Applicants:

A **structured interview** will be conducted for employees in the Primary Grades of the institution, subject to the following conditions. The interview will be held by a board appointed by the Appointing Authority.

Eligibility Requirements:

- (a) Employees in the **Primary Grade (Non-Skilled and Skilled service categories)** who meet the qualifications mentioned in sections (b), (c), and (d) below may apply.
 - (b) **Educational Qualifications:** Must have passed the **G.C.E. (O/L)** examination in six (06) subjects in not more than two sittings, with **Credit (C) passes** for the First Language, Mathematics, and two other subjects.
- (Completion of a course in Computer Word Processing/Typing recognized by the Tertiary and Vocational Education Commission (TVEC) or possessing equivalent competency will be considered an added qualification.)
- (c) Must hold a permanent appointment and be confirmed in that post.
 - (d) Must have completed at least **five (05) years of continuous satisfactory service** in a permanent post immediately preceding the closing date of applications.

Notes:

1. Any period of service served as a trainee prior to permanent appointment, or any training period required as a condition for permanent appointment, will **not** be counted towards the five-year service requirement mentioned in paragraph (d) above.
2. Any period of service served on a temporary or casual basis prior to permanent appointment will **not** be counted towards the five-year service requirement mentioned in paragraph (d) above.

(c) Duties and Responsibilities of the Post:

- i. Maintaining and being the custodian of files across various departments of the institution.
- ii. Performing all clerical and correspondence duties with computer assistance.
- iii. Executing all institutional procurements in accordance with management orders.
- iv. Handling duties related to the maintenance and upkeep of all vehicles owned by the institution.
- v. Taking custody of warehouse stores/goods and managing related activities.
- vi. Maintaining accounts and performing accounting duties according to established accounting principles.

- vii. Assisting audit officers during audits of institutional transactions, ensuring asset protection, and performing related tasks.
- viii. Managing public relations, including communication between the institution and external parties, operating telephone exchanges, and receiving visitors.
- ix. Maintaining ledger accounts in accordance with basic accounting standards, recording transactions, and assisting in the preparation of final accounts.
- x. Handling telephone communication duties at the **National Call Centre** operating under the Disaster Management Centre (DMC).
- xi. Working with the Assistant Director to identify potential disasters within the district, identifying and mapping high-risk areas, and identifying/mapping safe locations and evacuation routes.
- xii. Identifying disaster mitigation projects in high-risk areas and coordinating their implementation.
- xiii. Establishing early warning processes for vulnerable communities regarding potential disasters within the district.
- xiv. Taking necessary actions to respond when disasters occur; establishing disaster management committees and sub-committees at District, Divisional, and Grama Niladhari levels for response and preparedness.
- xv. Carrying out response activities and coordination during emergency situations.
- xvi. Coordinating awareness and training programs on disaster management at Local Government, District, Divisional, and Grama Niladhari levels.
- xvii. Conducting disaster simulation (drill) programs for communities living in high-risk areas.
- xviii. Maintaining a database of physical and human resources available for use during emergency disasters.
- xix. Handling matters related to the financial control of the District Coordination Unit.
- xx. Assisting in the preparation of project reports.
- xxi. Assisting in relief service operations.
- xxii. Implementing awareness-raising programs.
- xxiii. Handling transportation-related matters.
- xxiv. Participating in District Development Committees.

(D) Salary Scheme:

Salary payments for the post are made in accordance with **Management Services Circular No. 01/2025**.

Salary Scale (MA 1-1 - 2025): Rs. 46,220 - 10x540 - 07x630 - 04x890 - 20x1,190 - 83,390.00
(The Cost of Living Allowance and other allowances provided by the government from time to time will also be paid.)

(E) Age Limit:

Applicants must be **not less than 18 years** and **not more than 45 years** of age. The maximum age limit mentioned here does not apply to internal applicants.

11. Driver – PL 3 – 05 Posts

Qualifications for Recruitment of External Applicants:

Educational Qualifications:

- Must have passed at least two (02) subjects at the G.C.E. (Ordinary Level) examination.

Technical Skills / Proficiencies:

- Must possess a valid Heavy Vehicle Driving License issued by the Commissioner General of Motor Traffic.
- Must have at least three (03) years of experience after obtaining the driving license.

Duties Assigned to the Post:

- i. Driving vehicles safely.
- ii. Handling the maintenance work of the vehicle.
- iii. Maintaining daily running charts (logbooks).
- iv. Formally notifying the relevant authorities in the event of an accident.
- v. Ensuring the full security and protection of the government property entrusted to them.

Salary Scheme:

The salary payment for this post is made in accordance with Management Services Circular No. 01/2025.

Salary Scale (PL 3-2025-01): Rs. 43,280 – 10x490 – 10x540 – 10x590 – 12x630 – 67,040.00 (*The Cost of Living Allowance and other allowances provided by the government from time to time will also be paid.*)

Age Limit:

Applicants must be not less than 18 years and not more than 45 years of age. The maximum age limit mentioned here does not apply to internal applicants.

12. Office Assistant – PL 1 – 04 Posts

Qualifications for Recruitment of External Applicants:

Educational Qualifications:

Must have passed at least two (02) subjects at the G.C.E. (Ordinary Level) examination.

Must possess a valid Motorcycle Riding License as applicable.

Duties Assigned to the Post:

- i. Taking charge of and maintaining documents.
- ii. Bookbinding.
- iii. Operating duplicating and photocopying machines.
- iv. Delivering messages by bicycle.
- v. Distributing office letters/mail.
- vi. Operating elevators (lifts).
- vii. Carrying out messenger duties.
- viii. Watching/guarding the office.
- ix. Sweeping and cleaning the office.
- x. Gardening work.
- xi. Sanitation work and general office laborer duties.

Salary Scheme:

Salary payments for the post are made in accordance with Management Services Circular No. 01/2025.

Salary Scale (PL1-2025-04): Rs. 40,500 – 10x450 – 10x490 – 07x540 – 15x590 – 62,530.00 (*The Cost of Living Allowance and other allowances provided by the government from time to time will also be paid.*)

Age Limit:

Applicants must be not less than 18 years and not more than 45 years of age. The maximum age limit does not apply to internal applicants.

13. Nature of Appointment:

- A. Permanent, with entitlement to the Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF).
- B. If selected from external applicants, they will be appointed subject to a probationary period of three (03) years.
- C. If selected from internal applicants, they will be appointed subject to an acting period of one (01) year.

13. Other Requirements:**Every applicant must;**

- A. Be a citizen of Sri Lanka.
- B. Possess the physical and mental fitness required to effectively perform the duties assigned to the post and to serve in any part of the island as required.
- C. Be of excellent character.

14. How to Submit Applications:

The application form has been published on the www.dmc.gov.lk website. Accordingly, completed applications must be sent by registered post to reach the "Director General, Disaster Management Centre,

No. 120/2, Vidya Mawatha, Colombo 07" on or before the closing date, 11.01.2026. The applicant must clearly indicate whether they are an "External Applicant" or an "Internal Applicant" on the application form, and the "Applied Post" must be clearly written on the top left-hand corner of the envelope.

It is mandatory to enclose photocopies of the applicant's birth certificate, National Identity Card, and all educational certificates, professional certificates, and service certificates along with the application. The Disaster Management Centre will not be responsible for applications lost in the post or received late.

Applicants currently employed in the Government Service, Provincial Public Service, or State Sector must forward their applications through their Head of Department. Applications not sent through the Head of Department and those received at this centre after the closing date will be rejected.

Note: This advertisement has also been published on the website www.dmc.gov.lk

Director General Disaster Management Centre No. 120/2 Vidya Mawatha Colombo 07

Director General
Disaster Management Centre
No. 120/2
Vidya Mawatha
Colombo 07